

ADDENDUM

Position Title: Site Manager, Nutrition Home-Delivered Meals Department: Nutrition	Class Code:	Position Level: 5
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ADDITIONAL KEY RESPONSIBILITIES

1. *Responsible for ensuring safe, proper, and timely preparation and delivery of the Home-Delivered Meals.
2. *Responsible for overseeing home-delivery of meals to Nutrition Program clients, including delivery of hot and cold foods.
3. *Responsible for ensuring that all required paperwork for home delivery is prepared correctly and legible and submitted to the Nutrition Office on time. Collects and reviews forms weekly prior to sending to Nutrition Office. Assists other driver(s) in correcting forms as necessary.
4. *Responsible for heating and wrapping foods.
5. *Prepares some food items such as salads and bread and butter.
6. Performs other work such as defrosting freezers as needed.
7. *Keep inventory records of home delivered hot and cold meals, monthly temperature logs, vehicles and vehicle inspection logs at the meal site.
8. *Monitor food temperatures and complete and submit required forms.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: _____ Signature: _____ Date: _____

County Administrator:

Name: _____ Signature: _____ Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____